

Michigan Department of Health and Human Services
Bureau of Grants and Purchasing
GRANT REQUEST FOR PROPOSAL (RFP)

Total Available	\$15,000,000	Estimated Number of Awards	TBD	RFP Number: CVAN-2018
Maximum Award:	\$1,000,000	Minimum Award	\$50,000	Department Bureau: Crime Victim Services Commission
Funding is for a three year period, with options to extend. Budgets should be submitted for a single year period.				Application Due Date: July 27, 2017 at 3:00 pm
Funding Source	Victims of Crime Act (100% Federal)			CFDA#: 16.575
Anticipated Begin and End Dates: 10/1/2017		through 9/30/2018		

Proposal Submission

To gain access to the application and complete entry and submission, a step-by-step instruction manual is available for your use. Visit the MI E-Grants website at <http://egrans-mi.com/dch>, and click the link "About EGrAMS" on the left-side panel to access the manual.

Geographic Area: **Statewide**

Title: **Victims of Crime Act (VOCA) Resources for Victim Assistance Programs**

Disqualifying Criteria:

The applicant will be disqualified and the application will not be reviewed if there is failure to:

- Submit a complete application, and a completed 12-month budget if required in the RFP, to the EGrAMS website on or before the application closing date and time specified.
- Stay at or below the maximum award amount per agreement year, if provided.

Applications from applicants who are current state of Michigan employees are also disqualified and will not be reviewed.

Pre-Application Conference:

Crime Victim Services Commission (CVSC) has scheduled optional pre-application conferences for applicants. Refer to Section I, #2 for registration information. Advance registration is required.

Applicant eligibility criteria:

Applications for this RFP will be accepted from eligible organizations that currently do not receive VOCA grant funds under another program. Native American Tribal Victim Assistance programs that are or are not current VOCA grantees may apply under this solicitation.

VOCA specifies that an organization must provide services to crime victims and be operated by a public agency or non-profit organization, Native American Tribe or a faith based organization. Federal agencies, in-patient treatment facilities, and for-profit organizations are not eligible to apply under this grant program.

Authority: P.A. 2080 of 1939.
Completion: Mandatory.
Penalty: Agreement Invalid

The Michigan Department of Health & Human Services (MDHHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a MDHHS office in your area.

Table of Contents

This Request for Proposal (RFP) provides interested applicants with sufficient information to prepare and submit applications for consideration by the Michigan Department of Health and Human Services (MDHHS) and contains the following sections:

Section I Request for Proposal Policy

Section II Grant Program Specifications

Section III Evaluation Criteria

Section I**REQUEST FOR PROPOSAL POLICY**1. **RFP Timeline and Deadlines**

Date	Victims of Crime Act (VOCA) Resources for Victim Assistance Programs
July 6, 2017	VOCA Competitive Grant Application Released
July 11, 2017 1:30-3:30 PM	VOCA Grant pre-application informational webcast
July 13, 2017 10:00 AM -12:00	VOCA Grant pre-application informational webcast
July 14, 2017 3:00 PM	Deadline for submitting written questions regarding the RFP
July 19, 2017	Questions & Answers (Q&A) posted on EGrAMS.
July 20, 2017 5:00 PM	Agency EGrAMS Registration, Agency Profile and Project Director Request MUST be submitted by this date.
July 27, 2017 3:00 PM	Deadline to submit application in EGrAMS
August 25, 2017	Notification of Award/denial
September 8, 2017	Grants awarded modification deadline
September 15, 2017	Grant Agreement documents available in EGrAMS
October 1, 2017 – September 30, 2018	FY 2017-2018 Grant Agreement Period

2. Application Guide, Webcast, and Submission Information

A. Application Guide

Applicants are responsible for reading and complying with this RFP and the **Crime Victims Competitive Application Instructions**, which can be found by visiting the MI E-Grants website at <https://egramms-mi.com/dch/> under 'About EGrAMS'.

B. Application Webcast (optional)

The purpose of application webcast is to assist eligible applicants in developing high quality applications by answering questions regarding the application process and the RFP. Anyone is welcome to join the webcast. **Advance registration is required**, as capacity is limited. To sign up for a webcast, register online at <https://MI.TRAIN.org>. First time users must create an account in MI-TRAIN.org to be able to register.

The same information will be covered at each webcast. It is recommended that you participate in one of the scheduled webcasts. It is also highly recommended that you review the application package prior to the webcasts. This VOCA application will be submitted through the EGrAMS system. During the webcasts CVSC will review EGrAMS basic navigation, how to complete and submit applications and other information to assist with navigating in the EGrAMS system. If you have not been trained on how to navigate the EGrAMS system you are strongly encouraged to participate. Additionally, if you have some experience in EGrAMS but would like a refresher, you are welcome to participate as well. Webcast instructions and information about webcasts are found in EGrAMS in this RFP's Show Documents link and on the CVSC website at URL: www.michigan.gov/crimevictims.

Webcasts will be held:

Date	Time
July 11, 2017	1:30 - 3:30 P.M.
July 13, 2017	10:00 A.M. – 12:00 noon

To register for the Webcast:

- Registration information and course description can be found online at: <https://MI.TRAIN.org>
- Access and log into the MI-TRAIN website. (First-time users must create an account).
- Contact MI-TRAIN helpdesk for assistance at MI-TRAIN@michigan.gov
- Search for the course in the upper right hand corner using course ID: 1071644.
- Enter code VOCA 2018 to register.

To access the Webcast:

- Login on Breeze Web Access (to view documents): <http://breeze.mdch.train.org/cvsc/>
- Call in for audio: 877-873-8017; Participant access code: 9545873

Contact (517) 335-8932 for assistance with accessing the webcast.

C. Application Submission

Only one application will be accepted from each applicant. The application and any related materials and attachments must be submitted by the applicant's Authorized Official electronically using the MI E-Grants website at <http://egram-mi.com/dch>. For technical assistance when entering the application, contact the MI E-Grants Helpdesk at **517-241-0176**.

To gain access to the application and complete entry and submission, a step-by-step instruction manual is available for your use. Visit the MI E-Grants website and click the link "About EGrAMS" on the left-side panel to access the **Crime Victims Competitive Application Instructions**.

3. Questions/Inquiries

This solicitation is competitive; therefore, staff cannot have individual conversations with prospective applicants. Any questions concerning the content of this RFP must be sent via email to MDHHS-CVSC-VOCA-Grants@michigan.gov on or before July 14, 2017. Questions may be discussed verbally at the pre-application conference. MDHHS will compile all relevant questions and answers and post these as well as any other clarifications or revisions to the initial RFP by July 19, 2017 on MI E-Grants (<http://egram-mi.com/dch>) and on the Commission's website at URL: www.michigan.gov/crimevictims.

4. Incurring Costs

The State of Michigan is not liable for any cost incurred by the applicants prior to issuance of an agreement.

5. News Releases

News releases pertaining to this RFP on the service, study, or project to which it relates may not be made without prior MDHHS approval.

6. Disclosure of Proposal Contents

Proposals are subject to disclosure under the Michigan Freedom of Information Act (PA No. 442 of 1976).

7. Subcontracting

Subcontractors shall be subject to all conditions and provisions of any resulting agreement.

If subcontracting, the Applicant must obligate the subcontractors to maintain the confidentiality of MDHHS' client information in conformance with state and federal requirements.

If portions of the services are being subcontracted, the applicant must identify the services the subcontractor will perform and provide all information requested, as it applies to both the applicant and the subcontractor(s). A subcontractor budget and statement of work must be provided for subcontractor services. If the subcontractor's price is based on a fee schedule, the fee schedule must be included.

MDHHS may, at its discretion, require information on the process of an awarded subcontractor application.

An applicant is responsible for the performance of any subcontractors. Subcontractors shall be held to the same standard of quality and performance as the applicant. Evaluators of applications will consider the qualifications of both the applicant and subcontractor when making award recommendations.

8. Method of Evaluation

Only applications receiving a minimum of 75 points are eligible to receive funding through the grant program. An application will be evaluated on the basis of the evaluation criteria identified in the RFP.

- A committee will review, evaluate and score the applications against the RFP requirements.
- Consideration will be given to funding priorities and geographical distribution.
- The applications are ranked by score.
- MDHHS reserves the right to establish the criteria by which it will evaluate each applicant's response, and by which it will determine the most responsive, capable, and qualified applicants. In addition to cost, other principal factors may be considered in evaluating applications relative to:
 - Reliability
 - Applicant's past performance
 - Applicant's ability to respond to all requirements outlined in the RFP
 - Applicant's ability to maintain a presence in providing services
 - Financial stability
 - Continuity and stability in provision of service
 - Knowledge transfer activities

If MDHHS determines in its sole discretion that contracting with or awarding a grant to an applicant presents an unacceptable financial risk to MDHHS, MDHHS reserves the right to not award an agreement to that applicant.

Clarifications

MDHHS may request clarifications from one or more applicants. MDHHS will document, in writing, clarifications being requested and forward to the applicants affected. This request may include any changes to the original application and will provide an opportunity to clarify the application submitted.

After reviewing the clarification responses, MDHHS will re-evaluate the applications using the original evaluation method.

If it is determined that an applicant purposely or willfully submitted false information, the applicant will not be considered for an award. The State may pursue debarment of the applicant, and any resulting agreement that may have been established may be terminated.

9. Reservations

MDHHS reserves the right to:

- a. Discontinue the RFP process at any time for any or no reason. The issuance of an RFP, preparation and submission of an application, and MDHHS's subsequent receipt and evaluation of an application does not commit MDHHS to award an agreement, even if all the requirements in the RFP are met.
- b. Consider late applications: (i) if no other applications are received; (ii) if there are no complete applications received; (iii) if MDHHS received complete applications, but they did not pass the evaluation process; or, (iv) if the award process fails to result in an award.
- c. Consider an otherwise disqualified application, if no other qualified applications are received.
- d. Disqualify an application if it is determined that an applicant purposely or willfully submitted false information in response to the RFP.
- e. Evaluate applications using a method that establishes the relative importance of each deliverable.
- f. Consider applicants' prior performance with the State in making its award decision.
- g. Consider overall economic impact to the State when evaluating the application and in the final award recommendation. This includes, but is not limited to: considering principal place of performance, number of Michigan citizens employed or potentially employed, dollars paid to Michigan residents, Michigan capital investments, job creation, tax revenue implications, economically disadvantaged businesses, etc.

- h. Consider total cost of ownership factors (e.g., transaction costs, training costs, etc.) in the final award recommendation.
- i. Refuse to award an agreement to any applicant that has failed to pay State of Michigan taxes or has any outstanding debt with the State of Michigan.
- j. Enter into negotiations with one or more applicants on cost, terms, technical requirements, or other deliverables.
- k. Award multiple agreements, or award by agreement activity.
- l. Evaluate the application outside the scope identified in Section 8, Method of Evaluation, in the event that MDHHS receives only one RFP response.

10. Award Procedure

MDHHS will notify applicants recommended for funding via the MI E-Grants system. Applications selected for funding will either be approved as submitted or approved with revisions required.

For any applications approved as submitted, the applicant will be notified that the agreement document is available for signature in the MI E-Grants system.

For any applications approved with revisions required, the applicant will be notified that the application is ready for revisions in the MI E-Grants system. After successful completion of required revisions and subsequent review, the applicant will be notified that the agreement document is available for signature in the MI E-Grants system.

The Authorizing Official for the applicant must electronically sign the agreement in MI E-Grants.

11. Protests

Grant award decisions are discretionary and are not subject to protest or appeal.

12. Acceptance of Proposal Content

The contents of the application of the successful applicant may become contractual obligations if an agreement ensues. Failure of the successful applicant to accept these obligations may result in cancellation of the award.

13. Standard Terms

Awards made as a result of this RFP will require execution of an agreement with MDHHS. A copy of the boilerplate agreement language for this program is available on MI E-Grants (<http://egrans-mi.com/dch>) for reference. All rights and responsibilities noted in the boilerplate agreement language will become the rights and responsibilities of the indicated parties in the event that the application is approved for funding. Applicants should review this agreement in advance of submitting an application.

14. Options to Renew

At the discretion of MDHHS, an awarded agreement may be renewed in writing not less than 30 days before its expiration.

15. Registering on the Contract & Payment Express Website

To receive payment from the State of Michigan, a Grantee must be registered as a vendor on the Contract & Payment Express website <http://www.cpexpress.state.mi.us> which links to the Michigan Administrative Information Network (MAIN).

16. State of Michigan Employees

State of Michigan employees may not act as applicants. Proposals from applicants who are current State of Michigan employees will be disqualified and will not be reviewed.

Policy in Civil Service Rule 2-8, Ethical Standards and Conduct, states an employee cannot represent or act as an agent for any private interests, whether for compensation or otherwise, in any transaction in which the State has a direct and substantial interest and which could reasonably be expected to result in a conflict between the employee's private interests and official State responsibilities.

Section II

GRANT PROGRAM SPECIFICATIONS

Introduction

This Request for Proposal (RFP) provides the information necessary to submit an application to the Crime Victim Services Commission under the Victims of Crime Act (VOCA) – Victims of Crime Act (VOCA) Resources for Victim Assistance Programs, as described in this RFP and the VOCA Grant Program Administrative Guide. The specifications described in this RFP; in the VOCA Grant Program Administrative Guide; Statute; VOCA Rules; Department of Justice (DOJ) Financial Guide; and 2 CFR Part 200, provide helpful information for developing the application. The required documents for the completion of this application are available on MI E-Grants (<http://egram-mi.com/dch>) and on the Commission's website at URL: www.michigan.gov/crimevictims.

1. **Match Requirements**

The minimum match for projects must equal 20% of the total project cost. Total project cost is the amount of the federal VOCA funds plus the match funds. Native American tribes are exempt from the match requirement.

2. **About the Victims of Crime Act (VOCA)**

The Victims of Crime Act (VOCA) was signed into law in 1984. The Act created a fund, administered by the U.S. Department of Justice, for victim assistance and compensation grants to the states.

Federal funding amounts received for victim service programs varies from year to year, depending on the amount of federal fines collected. No tax dollars are used to support VOCA grants.

3. **Purpose of the VOCA victim assistance grant program**

The primary purpose of the VOCA victim assistance grant program is to expand and enhance direct services to victims of crime. VOCA funds shall be available to sub-recipients only to provide direct services and supporting and administrative activities as set out in this subpart. Applicants must obligate and expend funds in accordance with VOCA and this subpart. Sub-recipients must provide services to victims of federal crimes on the same basis as to victims of crimes under state or local law. Sub-recipients may provide direct services regardless of a victim's participation in the criminal justice process. Victim eligibility under this program for direct services is not dependent on the victim's immigration status.

4. Definitions

VOCA means the Victims of Crime Act of 1984, Public Law 98-473 (Oct. 12, 1984), as amended.

VOCA Rules at 28 CFR Subpart B § 94.102 include the definitions used in this subpart:

Crime victim *or* victim of crime means a person who has suffered physical, sexual, financial, or emotional harm as a result of the commission of a crime.

Direct services *or* services to victims of crime means those services described in 42 U.S.C. 10603(d)(2), and efforts that –

- (1) Respond to the emotional, psychological, or physical needs of crime victims;
- (2) Assist victims to stabilize their lives after victimization;
- (3) Assist victims to understand and participate in the criminal justice system; or
- (4) Restore a measure of security and safety for the victim.

OVC means the Office for Victims of Crime, within the United States Department of Justice's Office of Justice Programs.

Project means the **direct services project** funded by a grant under this program, unless context indicates otherwise.

Spousal abuse includes domestic and intimate partner violence.

CVSC is the State Administering Agency or CVSC is the governmental unit to administer grant funds under this program.

Sub-recipient means an entity that is eligible to receive grant funds under this program from a state under this subpart.

Services to victims refers to those services to be provided pursuant to 42 U.S.C. 10607.

Victim of child abuse means a victim of crime, where such crime involved an act or omission considered to be child abuse under the law of the relevant CVSC jurisdiction. In addition, for purposes of this program, victims of child abuse may include, but are not limited to, child victims of: physical, sexual, or emotional abuse; child pornography-related offenses; neglect; commercial sexual exploitation; bullying; and/or exposure to violence.

Victim of federal crime means a victim of an offense in violation of a federal criminal statute or regulation, including, but not limited to, offenses that occur in an area where the federal government has jurisdiction, whether in the United States or abroad, such as Indian reservations, national parks, federal buildings, and military installations.

VOCA funds *or* VOCA funding means grant funds (or grant funding) under this program.

5. Funding Priorities

The Michigan Crime Victim Services Commission is releasing this request for proposals seeking victim service projects in the state that address the needs of priority and underserved categories of crime victims authorized by the Victims of Crime Act (VOCA). Priority crime victims as defined by VOCA include victims of domestic violence, child abuse, or sexual assault and underserved victims of physical assault, arson, bullying, burglary, driving under the influence/driving while intoxicated (DUI/DWI), elder abuse and neglect, hate crime, human trafficking (sex and labor), identity theft/fraud/financial crime, kidnapping (custodial or non-custodial); mass violence (domestic/international), stalking/harassment, survivors of homicide victims; teen dating victimization, or terrorism (domestic/international), and Native American victims of crime.

In an effort to expand services to victims and reduce gaps in victim services across the state, CVSC is seeking proposals in the three **Purpose Areas** identified. Applicants must provide services to a specific population and use best practice models. Applicants should create, build or strengthen collaborative partnerships between and among non-profit, non-governmental, tribal, and governmental victim service providers. The collaboration should focus on increasing capacity, communication and efficiency while improving outcomes, and include a commitment to mutual goals; shared responsibilities in developing and implementing the project; mutual accountability for success; and sharing of resources. Services offered under this RFP should, as defined in the Model Standards, be **victim centered**, **trauma informed**, and **culturally competent**.

Empowering victims' choices and acknowledging that the victim knows their needs best is a cornerstone of effective victim services. Policies and programming designed that take into account the impact of trauma on a person's thinking, feelings and behaviors. Preference may be given to applicants illustrating the use of trauma-informed services. Services must include the following:

- Responding to the emotional and physical needs of crime victims;
- Assisting victims in stabilizing their lives after a victimization;
- Assisting victims to understand and participate in the criminal justice system and other public proceedings arising from the crime;
- Providing victims with safety and security; and
- Legal assistance where the need arises as a direct result of victimization. (This service is allowed only if applicant is a legal services organization or as a referral to a legal services organization.)

Evidence-Based Programs or Practices

Applicants are strongly urged to provide trauma-informed practices and services that are based in evidence and that are appropriate for the target population. Applicants should identify the evidence-based practice being proposed for implementation, identify and discuss the evidence that shows the practice is effective, discuss the population(s) for which the practice has been shown to be effective, and show that it is appropriate for the proposed target population. Information on evidence-based practice can be found at:

<http://www.nctsn.org/resources/topics/treatments-that-work/promising-practices>

This RFP will accept projects from the three purpose areas listed below.

- Purpose Area 1: This purpose area is to fund Native American Tribal Victim Assistance services.
- Purpose Area 2: This purpose area is to fund transitional supportive housing services for victims of domestic violence, human trafficking or other victims of crime.
- Purpose Area 3: This purpose area is to fund services to priority or underserved victims of crime as authorized by VOCA and must address an unmet community need. Projects can serve one crime victimization type or any combination of crime victimization types, as defined in the VOCA Grant Program Administrative Guide.

PURPOSE AREA 1: NATIVE AMERICAN TRIBAL VICTIM ASSISTANCE

Proposals submitted under this purpose area should be designed to be responsive to victims of crime within specific Native American Tribes. Projects may be designed to address the needs of crime victims intrinsic of specific communities in their own environment. Examples include, but are not limited to: victims of domestic violence, child abuse, or sexual assault and underserved victims of adult physical assault, arson, bullying, burglary, DUI/DWI, elder abuse and neglect, hate crime, human trafficking (sex and labor), identity theft/fraud/financial crime, kidnapping (custodial or non-custodial), mass violence (domestic/international), stalking/harassment, survivors of homicide victims, teen dating victimization, or terrorism (domestic/international).

This proposal can provide comprehensive services to all victims of crime including implementing the tribe's crime victim rights code. The goal of this purpose area is to develop, enhance, and sustain a comprehensive victim assistance program that 1) provides a coordinated collaborative multidisciplinary response to victims of crime, their families, and the community and 2) provides trauma-informed, culturally competent holistic services to all identifiable victims of crime, their families, and the community. Funding must be used to provide supportive services for victims. Allowable costs include the following where reasonable and necessary to address the consequences of victimization:

- case management, including assessment of client needs, development of individualized service plans, and assessment of eligibility for other public or community-based programs;
- safety planning;
- assistance with crime victim compensation claims;
- information and referrals, including documentation of services provided, and routine follow up to ensure victim's needs are being addressed;
- basic services, including, but not limited to, shelter/housing, mental health treatment, emergency mental health assessments, individual and group counseling, interpreter and translator services;
- victim advocacy and information about crime victims' rights and services;
- transportation assistance;
- life skills training, including, but not limited to, managing personal finances, self-care, parenting classes;
- emergency response such as hotline services, call forwarding systems, rotating on-call cell phones.

Funding **cannot** support investigation and prosecution services, or prevention efforts. While grant funds cannot support the following costs, an assessment for referral purposes may be performed: housing and sustenance, medical care, dental care, and education/GED assistance and employment services.

Recipients may use funds from the VOCA grant to support a wide array of victim assistance activities allowed under VOCA including, but not limited to:

- a. A comprehensive victim assistance program that could incorporate specialized responses and may include but not be limited to Sexual Assault Nurse Examiner/Sexual Assault Response Team (SANE/SART), multi-disciplinary response to child victims following the Children's Advocacy Center Model, Domestic Assault Response teams, Elder Abuse Response Teams, or community coordinated response teams providing services to one or more types of victims.
- b. Funds may be used to develop, establish, and operate programs designed to provide crime victim rights support to crime victims.
- c. Funds may be used to develop, establish, and operate programs designed to improve the response of the criminal justice system handling of cases of child abuse and neglect, and particularly child sexual abuse cases, in a manner which lessens trauma for child victims.
- d. Develop or enhance comprehensive victim assistance programs that provide coordinated, collaborative, multidisciplinary responses that are trauma-informed and based on culturally competent holistic approaches through the provision of program support, and appropriate resources for one or more types of crime victims.
- e. Technology and training and technical assistance that will enhance an agency's ability to serve victims.

Staffing:

Funding may support the salary and fringe benefits of personnel who provide, and oversee staff providing direct victim assistance to victims of crime, such as advocates, case managers, response team coordinators, forensic interviewers, victim advocates, and clinical mental health professionals, counselors, as well as individuals contracted to provide direct services to victims such as short-term individual counseling or support groups. All personnel must be clearly linked to victim assistance program activities. Funding **cannot** support law enforcement officers, prosecutors or investigators.

Coordination/Outreach/Awareness:

Funding may support multidisciplinary team meetings; the development and distribution of written response protocols policies, and standard operating procedure manuals that promote trauma-informed approaches to the delivery of victim services; development of tribal codes related to defining and expanding victims' rights; community forums, public service announcements, posters, brochures, fact sheets, etc. that are designed to increase the public's awareness and understanding of the victim services available.

Cultural and Traditional Practices:

Applicants are encouraged to incorporate cultural and traditional practices in proposed activities (for example sweat lodges, talking circles, healing ceremonies), for victims and survivors.

Purpose Area 2: Transitional Supportive Housing

One purpose of this request for proposal is to fund transitional supportive housing and related support costs and services that focus on victims of violent crime with the most need including victims of domestic violence and their dependents, intimate partner violence, human trafficking, victims with disabilities abused by caretakers, and other victims who have a particular need for transitional supportive housing, and who cannot (or should not) return to their previous housing situation due to the circumstances of their victimization. The purpose of this program is to help support crime victims/survivors by increasing the availability, accessibility, comprehensiveness, and quality of transitional supportive housing and related support services. This is an effort to improve short and long-term stability and self-sufficiency of survivors who may otherwise return to abusive situations or face homelessness. VOCA funds can be used to support transitional supportive housing expenses, including travel; rental assistance; first month deposit; and utilities. Transitional supportive housing must be off-site, non-communal living facilities, and cannot be provided in the same facility as the organization's emergency shelter.

Program Requirements

Completed applications should be reflective of the following program requirements:

- Staffing to support all clients. Every client must be assigned a case manager who coordinates assessments and services.
- Housing units and services offered up to a maximum of 24 months. Exceptions may be made when non-VOCA funding sources conflict with this requirement. Approval from the VOCA Program Specialist is necessary to extend this time limit.
- Letters of Commitment from every collaborative partner organization whose services meet transitional supportive housing client's needs as described in the program narratives must be uploaded to the Miscellaneous Section of the application.

The proposal must clearly identify the services offered by your program and those services provided by a collaborating partner organization. The following are support services offered to clients participating in your proposed program:

- Victim Assistance and Advocacy: helping a client by offering a variety of traditional victim services allowed under VOCA.
- Employment assistance: helping a client implement an employment plan. This may include linking client to a job training program, helping client complete a job application or resume, or completing an employment action plan that supports the client's goals.
- Education assistance: helping a client implement education plans. This may include helping a client complete a General Education Development (GED) course, English as a second language, literacy, providing assistance with enrolling a client or his/her child(ren) into school, linking to local community college's child care program so parent can attend classes, or developing an education plan that supports the client's goals.
- Housing advocacy: helping a client implement a plan for obtaining housing. This may include accompanying a client to the housing authority office to apply for Section 8 housing or helping a client identify available rental units, complete a tenant application, or develop a housing plan that supports the client's goals.

- Economic assistance: helping a client implement plans to improve financial status. This may include helping a client create a budget or learn how to repair credit, advocating to receive public benefits, or helping to develop an economic action plan that supports the client's goals.
- In-person counseling: in-person, client-centered counseling that addresses the violence and related issues in client's life and fosters self-determination.
- Children's services (if program serves parents with children): services must be available for client's child(ren) that address violence related issues and foster healthy growth and development. Such services may include individual, group, or family counseling, education assistance (as described above), or therapeutic activities such as art therapy.

The application narratives must include the following information:

- Project the number of clients to be served during the grant period. Explain and justify this projection.
- Describe referral mechanisms, eligibility criteria, and program policies, including their rationales.
- Describe supportive services that will be offered to adult and child resident, by grant funded staff and include rationale.
- Describe the challenges your clients may face. This includes life events prior to and during program participation. Explain how your program will address those challenges.
- Describe how your proposed program, policies, and support services will be trauma-informed. A written organizational policy for this service is required.
- Describe collaborative partners, any history of collaboration, and each partner's role in your proposed program. Applicants must include Letters of Commitment from each collaborative partner describing their specific role in your proposed program. Attach all Letters of Commitment to the grant application. Letters submitted separately from the application will not be accepted.
- Describe how the applicant agency will sustain the transitional housing program at the end of the three-year funding period. Describe the proposed transitional housing program including program model(s), rent structure(s), and estimated number of available housing units.

Transitional Supportive Housing: Models & Rent Structures

Transitional Supportive Housing is often a critical service for survivors of violence, allowing them to escape an abusive partner safely. There are a variety of housing models and rent structures being used by transitional supportive housing programs across the country. This document highlights the three most common transitional supportive housing models being used by the federal Office on Violence Against Women's (OVW) Transitional Housing Grant program. There are a variety of rent structures that are being used by these programs which are noted here as well. There is no one correct way to structure your transitional housing model or rent process. These things will vary based on your programs mission, the way in which you are funded, and the population of survivors you are serving. Below is a list of the various housing models that exist and some of the pros and cons.

Transitional Supportive Housing is not an extended shelter stay.* Transitional housing stay must be a minimum of 6 months. Regardless of the model used, transitional housing programs should be providing a longer-term housing option for survivors while helping them to obtain and maintain permanent housing. **Important note: If you are collecting rent from survivors the rent must not be used as program income. Any rent collected from survivors in this structure must be reinvested into the transitional housing program and be used to provide assistance to survivors. As a best practice, it is recommended that in all rent structures that survivors never be required to pay more than 30% of their income in rent.

Transitional Housing Models

Scattered Site

- Survivors live in an apartment in the community in a full market rent unit.
- Survivor holds lease in their own name.
- On rare occasions the Grantee holds the lease and subleases to survivor.
- Grantee is not the landlord (unless subleasing to survivor).
- Increasingly the most common model. This model allows for the survivor to possibly remain in the unit once the financial assistance has ended therefore eliminating the need to relocate again.

Clustered Site

- Grantee owns building with units or rents a group of apartments in a common location.
- Grantee is landlord and service provider.
- Survivor lives in grantee's building or one of the grantee's rented units for a specific period of time while they find more permanent housing.

Transitional Supportive Housing Rent Structures

Subsidized

Survivor enters into lease. Grantee provides a portion of rent, as rental assistance, paid directly to the landlord.

Rent and Sublet

Lease is in grantee's name and program is responsible for payment of the rent. Grantee creates sub-lease or rental agreement for survivor and survivor pays a portion of the total cost of rent to the program.

Own

Grantee owns and operates rental unit(s). Grantee creates sub-lease or rental agreement for survivor and survivor pays a portion of the total cost of rent to the grantee.

Communal Living

Communal living is similar to a shelter design. Space may have separate/private bedrooms but shared common space such as living room, dining room, kitchen, etc. This is the least common of the models used.

PURPOSE AREA 3: SERVICES TO PRIORITY OR UNDERSERVED VICTIMS OF CRIME

This purpose area is to fund services to **priority or underserved victims** of crime as authorized by VOCA and must address an unmet community need. These projects can serve one or any combination of the crime victimization types. Funding **cannot** support investigation and prosecution services, or prevention efforts. Funding must be used to provide supportive services for victims. Allowable costs include the following where reasonable and necessary to address the consequences of victimization:

- case management, including assessment of client needs, development of individualized service plans, and assessment of eligibility for other public or community-based programs
- safety planning
- assistance with crime victim compensation claims
- information and referrals, including documentation of services provided, and routine follow up to ensure victim's needs are being addressed
- basic services, including, but not limited to, shelter/housing, mental health treatment, emergency mental health assessments, individual and group counseling, interpreter and translator services
- victim advocacy and information about crime victims' rights and services
- transportation assistance
- life skills training, including, but not limited to, managing personal finances, self-care, parenting classes
- emergency response such as hotline services, call forwarding systems, rotating on-call cell phones

Recipients may use funds from the VOCA grant to support a wide array of victim assistance activities allowed under VOCA including, but not limited to:

- a. A comprehensive victim assistance program that could incorporate specialized responses and may include but not be limited to SANE/SART, multi-disciplinary response to child victims following the Children's Advocacy Center Model, Domestic Assault Response teams, Elder Abuse Response Teams, or community coordinated response teams providing services to one or more types of victims.
- b. Funds may be used to develop, establish, and operate programs designed to provide crime victim rights support to crime victims.
- c. Funds may be used to develop, establish, and operate programs designed to improve the response of the criminal justice system handling of cases of child abuse and neglect, and particularly child sexual abuse cases, in a manner which lessens trauma for child victims.
- d. Develop or enhance comprehensive victim assistance programs that provide coordinated, collaborative, multidisciplinary responses that are trauma-informed and based on culturally competent holistic approaches through the provision of program support, and appropriate resources for one or more types of crime victims.
- e. Technology and training and technical assistance that will enhance an agency's ability to serve victims.

6. Allowable expenses

a. Direct Costs

Recipient Allowable/Unallowable Costs are outlined in the VOCA rules in §94.119-94.122 and in detail in the VOCA Grant Administrative Guide. Costs associated with staff performing allowable direct services can be included in the VOCA grant. Direct services for which VOCA funds may be used include, but are not limited to, the following:

- (a) Immediate emotional, psychological, and physical health and safety
- (b) Personal advocacy and emotional support
- (c) Mental health counseling and care
- (d) Peer-support
- (e) Facilitation of participation in criminal justice and other public proceedings arising from the crime
- (f) Legal assistance
- (g) Forensic medical evidence collection examinations
- (h) Forensic interviews
- (i) Transportation
- (j) Public awareness
- (k) Transitional housing
- (l) Relocation
- (m) Emergency Short Term Shelter. This RFP will accept proposals for this service only from human trafficking programs or homeless youth and runaway programs. Native American tribes may seek funding to support motel/hotel or safe home options if there is no access to shelter available in the tribal community

Allowable costs for activities supporting direct services as referenced in § 94.120.

Supporting activities for which VOCA funds may be used include, but are not limited to, the following:

- (a) Coordination of activities
- (b) Supervision of direct service providers
- (c) Multi-system, interagency, multi-disciplinary response to crime victim needs
- (d) Contracted professional services
- (e) Automated systems and technology
- (f) Volunteer trainings
- (g) Restorative justice

Allowable sub-recipient administrative costs as referenced in § 94.121 and the VOCA Grant Administrative Guide. Administrative costs for which VOCA funds may be used by sub-recipients include, but are not limited to, the following:

- (a) Personnel costs (no overtime is allowed to be charged to the grant)
- (b) Skills training for staff
- (c) Training-related travel
- (d) Organizational expenses
- (e) Equipment and furniture

b. Indirect Costs

Applicants should review DOJ Grants Financial Guide 3.11 Indirect Costs and consult their CPA/Finance Director regarding the establishment of indirect costs in compliance with federal requirements. In order to charge indirect costs to a grant, the applicant must have an annually negotiated indirect cost rate agreement (NICRA). The three types of NICRAs include:

Federally Negotiated Rate. Applicant organizations that receive direct federal funding may have an indirect cost rate that was negotiated with the Federal Cognizant Agency. A federally negotiated rate is accepted for this grant. The applicant must provide a copy of the federal NICRA as an attachment to the Indirect Cost Rate budget line item.

State Negotiated Rate. Applicant organizations may have a negotiated indirect cost rate with a State department. A State negotiated indirect cost rate is accepted for this grant. The applicant must provide a copy of the state NICRA as an attachment to the Indirect Cost Rate budget line item. *The MDHHS will not negotiate rates with grantees.*

De Minimis Rate. An organization that has never received a Federally Negotiated Rate may elect a de minimis rate of 10% of modified total direct cost (MTDC). Once established, the de minimis rate may be used indefinitely.

The requirements for the development and submission of indirect cost proposals and cost allocation plans are set out in Appendices III – VII of 2 C.F.R. § 200. Applicants should follow the guidelines applicable to its type of organization:

- 2 C.F.R. § 200, Appendix III for Institutions of Higher Education;
- 2 C.F.R. § 200, Appendix IV for Non-Profit Organizations;
- 2 C.F.R. § 200, Appendix V for State/Local Government Central Service Cost Allocation Plans;
- 2 C.F.R. § 200, Appendix VI for Public Assistance Cost Allocation Plans;
- 2 C.F.R. § 200, Appendix VII for State/Local/Tribal Indirect Cost Proposals.

7. Program Requirements

In addition to the boilerplate agreement, successful applicants assures and certifies upon submission of the application and acceptance of an award that it will comply with the applicable provisions of the **Victims of Crime Act (VOCA)** of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 42 U.S.C.10603(a)(2) and (b)(1) and (2) (and the applicable VOCA Crime Victim Assistance Grant Program Rules 28 CFR Part 94, Subpart B - VOCA Victim Assistance Program) and the requirements of the current edition of the DOJ Grants Financial Guide, as required. It will comply with all applicable general administrative requirements such as Title 2 C.F.R. Part 200 covering cost principles, grant/agreement principles, and audits in carrying out the terms of this agreement. The focus of the program is to provide Victims of Crime Act of 1984 (VOCA) funds to enhance crime victim services in Michigan. These funds are awarded to local community-based non-profit and public agencies that provide direct services to crime victims to comply with conditions of the federal Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 42 U.S.C. 10603(a)(2) and (b)(1) and (2) (and the VOCA Rules 28 CFR Part 94, Subpart B - VOCA Victim Assistance Program subpart 94.111-94.122). Funds will be awarded only to eligible victim assistance organizations, 42 U.S.C. 10603(a) (2). Funds under this Agreement will not be used to supplant State and local public funds that would otherwise be available for crime victim assistance, 42 U.S.C. 10603(a) (2). Funds will be allocated in accordance with VOCA Rules 28 CFR Part 94, Subpart B - VOCA Victim Assistance Program implementing 42 U.S.C. 10603(a) (2) (A) and 42 U.S.C. 10603(a) (2) (B) to, and at a minimum, assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by the CVSC. The purpose of this grant is to expand and enhance local services available to crime victims. The safety, rights, dignity, and healthy recovery of victims of crime are the dominant focus of this effort.

8. Program Restrictions

Applicants must abide by the following restrictions. Grant funds may not be used for unallowable costs as referenced in 2 CFR § 94.122. No VOCA funds may be used to fund or support the following:

1. Lobbying (cf. 18 U.S.C. 1913)
2. Research and studies except for project evaluation under § 94.121(j)
3. Active investigation and prosecution of criminal activities., except for the provision of victim assistance services (e.g., emotional support, advocacy, and legal services) to crime victims under § 94.119
4. Fundraising
5. Capital expenses
6. Compensation for victims of crime
7. Medical care
8. Salaries and expenses of management
9. Perpetrator rehabilitation and counseling
10. Crime prevention activities
11. Criminal defense legal representation or legal representation for tort claims
12. Indirect organizational costs, such as liability insurance on buildings, property, and security guards and body guards
13. Food and beverage costs and refreshments
14. Costs of sending individual crime victims to conferences
15. Training for individuals not providing direct services
16. Services to incarcerated individuals

9. Geographic Area

The Applicant shall provide services described herein in the geographic area identified by the applicant in the proposal.

10. Credentials

The Applicant shall assure that appropriately credentialed or trained staff under its control, including Applicant employees and/or subcontractors, shall perform functions under this Agreement.

11. Expected Performance Outcomes

During the Agreement, the Grantee shall demonstrate measurable progress toward the achievement of the outcomes listed in the Work Plan and as budgeted in the approved agreement.

12. Reporting Requirements

During the Agreement, the Grantee is required to comply with and fully participate in the financial, programmatic, and evaluation reporting for this grant program as well as the main components of evaluation and program reporting. All financial and programmatic reports must be submitted electronically in <http://egramsmi.com/dch> Performance Measurement data on victims served and services provided must be submitted electronically to OVC on a quarterly basis via the Performance Measurement Tool (PMT) platform, found at <https://www.OVCPMT.gov>.

13. Reference Documents

Reference documents for this RFP include:

Statute

The Victims of Crime Act statute is available at:

https://www.law.cornell.edu/uscode/text/42/10603#d_2

Rules

The Rules which govern the VOCA Grant program is available at:

<https://www.law.cornell.edu/cfr/text/28/part-94/subpart-B>

Allowable direct service costs - 28 CFR 94.119

<https://www.law.cornell.edu/cfr/text/28/94.119>

Project evaluation - 28 CFR 94.121(j)

<https://www.law.cornell.edu/cfr/text/28/94.121#j>

Lobbying with appropriated moneys – 18 U.S. Code § 1913

<https://www.law.cornell.edu/uscode/text/18/1913>

Title 2: Grants and Agreements PART 200

UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

<https://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1>

DOJ Federal Grants Financial Guide

The federal Grants Financial Guide can also be a useful reference. It can be downloaded from the DOJ website at: <https://ojp.gov/financialguide/DOJ/index.htm>

VOCA Grant Program Administrative Guide

The state VOCA Grant Program Administrative Guide is a useful reference for the application and implementation of a VOCA Grant. The website URL:

www.michigan.gov/crimevictims Click on the VOCA link.

Crime Victim Services Commission

The Crime Victim Services Website includes references to the Victims of Crime Act (VOCA) grant program including the application package. The website URL:

www.michigan.gov/crimevictims Click on the VOCA link.

EGrAMS website

The EGrAMS website: <https://egramsmi.com/dch>

Prosperity Regions

http://www.michigan.gov/documents/dmb/Prosperity_Map1_430346_7.pdf

Section III**EVALUATION CRITERIA**

The total maximum number of points that an application can receive equals 100 points. Only those applications receiving a score of 75 points or more will be considered for award. The maximum number of points for each of the categories is as follows:

<i>CATEGORY</i>	<i>TOTAL POINTS POSSIBLE</i>
Abstract	4
Mission Statement	4
Victims Served	8
Agency Capacity	8
Interagency Coordination	8
Community Collaboration	4
Crime Victims Compensation	8
Maintaining Qualified Staff	8
Volunteers	4
Public Awareness	4
Problems	4
Victim Needs	4
Other Local Services	4
Staff Description	8
Work Plan	12
Budget	8
Total	100

Each of the above categories contain questions assigned a point value. The Applicant's response to each question is evaluated on the following criteria:

Absent: The response does not address the specific question or a response was not provided.

Unsatisfactory: The response does not completely address the question. The information presented does not provide a good understanding of the Applicant's intent, does not give the detailed information requested by the RFP, and/or does not adequately support the proposal or the intent of the Program.

Satisfactory: The response address the question and provides a good understanding of the Applicant's intent. The response adequately supports the proposal and the intent of the program.

Above Average: The response is above average and provides a clear and detailed understanding of the Applicant's intent. The response presents a persuasive argument that supports the proposal and the intent of the Program.

Excellent: The response is outstanding, with clear, detailed, and relevant information. The response presents a compelling argument that supports the proposal and the intent of the Program.

Reviewer Evaluation Questions:
Abstract (Maximum 4 points)
Is the project as described consistent with the overall goals of the program/funding? How viable is the proposed VOCA project for victims of crime?
Mission Statement (Maximum 4 points)
How relevant is the applicant's mission statement regarding provision of service to crime victims?
Victims Served (Maximum 4 points)
How well did the applicant describe the number and types of victims served for the most recently ended and identified calendar or fiscal year?
Agency Capacity (Maximum 8 points)
Does the agency appear to have sufficient capacity to execute the project?
Interagency Coordination (Maximum 8 points)
How substantial is the applicant's coordinated services for victims of crime?
Community Collaboration (Maximum 8 points)
How substantial is the applicant's leadership or participation in victim organizations, task forces, and coordinating groups that promote interagency training, coordination, and quality victim services?
Crime Victims Compensation (Maximum 4 points)
Did the applicant describe their practices in identifying and assisting injured victims of crime in applying for crime victims' compensation? How well did the applicant describe disseminating crime victim compensation information in public presentations/written materials and services offered at the agency?
Maintaining Qualified Staff (Maximum 8 points)
How comprehensive are the applicant's practices for maintaining trained and qualified staff? How well did the applicant describe the types of training or continued education requirements for direct service staff? Did they include how training and continuing education will be funded?
Volunteers (Maximum 8 points)
How comprehensive are the applicant's volunteer program practices in maintaining a community volunteer commitment including recruitment, training, supervision and recognition activities?
Public Awareness (Maximum 4 points)
How well did the applicant describe how they provide or will provide information to the public and other service providers about the crime victim services activities of their agency and this project? Do they plan to acknowledge the CVSC and Crime Victims Fund in public presentations, brochures, and annual reports?
Problems (Maximum 4 points)
Did the applicant describe the problems in the community which their project will address? Did they provide statistical data supporting the need for services?
Victim Needs (Maximum 4 points)
How well did the applicant state the needs of the victims affected by the problems mentioned in the previous question?
Other Local Services (Maximum 4 points)
How substantial is the applicant's community efforts to address the problem(s) and/or needs indicated in the Problems and Victim Needs sections?

Staff (Maximum 8 points)

How justifiable are the requested staff in implementing the VOCA project?

Did they include 1) a general overview of staff role and responsibility; 2) whether staff are full or part time; 3) whether continued funding is requested or if new VOCA support is requested for each position.

Work Plan (Maximum points 12)

How relevant is each activity listed in the work plan in helping victims of crime?

How substantial are the changes in knowledge, attitudes, skills, behavior, expectations, emotional status, and life circumstances?

Are the objectives consistent with the program goal(s)?

Do the activities clearly describe what actions or steps will be taken to accomplish each objective?

Are the responsible staff listed consistent with the project contacts and/or budgeted staff?

Does at least one activity extend across the full project period?

Budget (Maximum 8 points)

Are the funds allocated in the budget categories consistent with the scope of service delivery?

Do the line items support the application plan, objectives, and activities of the program?

Are the line items requested allowable and reasonably adequate to provide consistent service during the project period?

Are the funds allocated in the budget categories consistent with the scope of service delivery?

Do the line items support the application plan, objectives, and activities of the program?